

LAUTOKA CITY COUNCIL

ROLE DESCRIPTION



ROLE TITLE: Horticulturist.

CORPORATE INFORMATION

1. Position Level: Tech 1
2. Number of Vacant Positions: 3
3. Remuneration: Salary will commensurate with qualification and experience (to be discussed during the interview). This is a contractual position with an initial period of three (3) years.
4. Duty Station: Botanical Gardens, Thompson Crescent, Lautoka.
5. Reporting Responsibilities;
 - a) **Reports to:** Team Leader Parks and Garden.
 - b) **Liaises with:** Head of Services, Head of Planning & Development, Manager Building Assessment and all other Department Heads and Sub-Heads, Stakeholders, other agencies and NGO's.
 - c) **Subordinates:** Parks and Gardens workers.

ROLE PURPOSE

- The role supervises and provides day to day active leadership to horticultural staff, volunteers, seasonal employees, horticultural interns, maintenance of Parks and Gardens, Play fields, Botanical garden, Plant collection, Turf irrigation, and Swimming Pool Management and Operations.

RESPONSIBILITIES

The Horticulturist is responsible for the following:

- Reports for duty regularly and timely with an established schedule of time Monday through Friday – 44 hours of work starting 7am daily.
- Provides daily supervision of garden staff, volunteers and/or volunteer work crews; may supervise special team projects specific tasks and may participate in the more difficult and/or complex tasks or projects.
- Performs regular inspections throughout the gardens; routine inspections may identify insect/disease problems, weed control needs, etc.; reports major problems or concerns to Team Leader Parks and Gardens.
- Responsible for the personal proper use and maintenance of tools, equipment, and materials; performs minor maintenance of power equipment and irrigation; refers more serious problems to the Team Leader Parks and Garden and oversees proper use and maintenance of tools and equipment by assigned garden staff

- Responsible for maintaining required knowledge of established garden plants and understanding the cultural requirements to maintain their growth and cultivation
- Record plant information, identify plant material, and process records for plant accession records using “Access” PC records program. Tag new specimen plants, and plants propagated from, that need to be tracked.
- Maintain horticultural calendar for bloom periods, seasonal cultural needs, etc. Tag plants in the nursery and follow up with recording of the planting location information. □ Maintain plant labels and tags in Gardens. Re placement of dead or missing plants.
- Responsible for the continual development of assigned staff and building positive employee relations by coaching, counselling, mentoring, motivating, resolving conflict, praising, documentation of performance, etc.; participates in annual performance reviews of assigned staff.
- Lead horticultural tours as needed, assist with educational programming and special events
- Demonstrates a continual positive effort to maintain effective working relationships with staff, volunteers, and management
- Turf and lawn maintenance including tree care and vegetation management
- Deliberates with Team Leader Parks & Gardens and other personnel in the selection of plants to be planted within the city for city beautification projects.
- Weed, Fertilize and supply of optimum amount of water as needed for Lush and Healthy growth of plants and turf.
- Work in the nursery/shade house; starting seedling, watering, spraying and propagating plant material
- Occasional overall supervision of the Parks and Garden Department in the absence of the Team Leader Parks and Garden, whenever required.

EXPECTED WORKING CONDITIONS:

- Must be able to perform strenuous physical work outside in the western Fiji weather, sometimes under unfavourable weather conditions and exposure to insects and brave natural calamities.
- Continual or prolonged periods of time bending, stooping, reaching, crouching, kneeling, crawling, digging, and lifting.
- Continuous communication and/or interaction with staff, volunteers, visitors, and management.
- Occasional weekend and/or holiday work required to meet departmental deadlines or to provide staff support for parks and garden workers special events or during games. (Ground bookings)
- Use of independent good judgment to be applied when troubleshooting problems.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Time management - ensuring timely processing of development application and in compliance with the relevant acts, codes, standards and other statutory compliance/policy requirements.

2. Approvals/consents given for development applications in a timely manner within council's set timeline.
3. Performance with efficiency and ensuring accuracy.
4. Periodic reporting of matters to Reporting Officer and council.
5. Coordination with internal and external stakeholders.
6. Work ethics.
7. Standard of work.
8. Transparency and accountability.
9. Providing assistance and guidance on compliance requirements whilst not compromising requirements under the legislations and standards.

PERSON SPECIFICATION

In addition to *an appropriate qualification* (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Have a Bachelors degree in Agriculture or Landscaping and Horticulture.
2. Minimum of 5 years of hands on experience in public gardens or Urban greenery and parks administration.
3. Have 2-3 years supervisory experience with landscape or garden staff.
4. In-depth knowledge of plant culture, Best Management Practices, plant identification and design preferred.
5. Previous experience in garden or grounds maintenance with the ability to operate various types of hand and power operated tools and equipment utilized in all phases of horticultural works (lawnmower, Front-end loader, Tractors, Ride on Mowers, back pack sprayers, Fertilizer spreaders, etc.)
6. Previous experience and knowledge of irrigation systems and maintenance.
7. Must possess a valid driver's license.
8. Demonstrate accuracy; display commitment to excellence and a keen eye for garden details.
9. Ability to establish and maintain effective working relationships with subordinates, fellow supervisors, direct supervisors, volunteers, and co-workers
10. Ability to work independently as well as part of a team effectively
11. Ability to work with and supervise a diverse staff and volunteer group
12. Strong organizational, analytical, and mathematical skills for research, recordkeeping, and problem solving
13. Ability to understand and interpret instruction to work effectively and efficiently with minimal supervision
14. Excellent verbal communication and interpersonal skills; ability to communicate maintenance and horticultural needs and personnel needs in a courteous and effective manner
15. Ability to plan, assign, supervise, and evaluate the work of subordinates and/or volunteers
16. Knowledge of garden plants and desire to learn horticultural practices and the aesthetics of the Gardens.
17. Ability to fulfil the Garden's plant collection and plant records policies.

18. Ability to perform and support horticultural practices that facilitate plant health through understanding soil nutrition, sustainable gardening and Integrated Pest Management
19. Ability to visualize and conceptualize garden detail and aesthetics applying best garden practices for plant health and display
20. Ability to perform strenuous physical works outside in harsh western weather year-round.

Skills and Abilities

1. Have good oral and written communication skills
2. Ability to work under pressure and deliver within timeframe
3. Ability to handle difficult situations to achieve positive outcomes
4. To be computer literate and knowledge in the use of MS Office is of advantage.
5. Valid Driving License.

Personal Character

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 55 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.